

Return form to:

Office of the Court Administrator
Macomb County Judicial Aide
40 north Main, 5th Floor
Mount Clemens, MI 48043
Questions call: (586) 469-5156
Fax: (586) 469-5430

**STATE OF MICHIGAN
MACOMB COUNTY CIRCUIT COURT
INTERPRETER APPLICATION**

PLEASE PRINT OR TYPE
Enter "N/A" for any blank responses

I. Interpreter Personal Information

Name (last, first): _____

Street address: _____ City: _____ State: _____ Zip: _____

Applying to interpret/translate English into which language(s): _____

Specify all dialects you are able to interpret: _____

Native language(s): _____

Agency name (if applicable): _____

Agency address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Daytime telephone numbers:

Home: _____ Office: _____ Cell: _____

II. Educational Background

List any relevant certificates that you have received: _____

List any relevant courses you have completed (i.e. criminal justice, civil, or criminal procedure):

_____List any other relevant training: _____
_____What is the highest level of formal study you have completed in a language other than English: _____
_____What is the highest level of formal study you have completed in the English language: _____
_____**III. Interpreting and Translating Experience**Attach a copy of your certification: ☐ State ☐ FederalHave you spent any time in a foreign country where this language is predominantly spoken? If so, for how long and when? _____

Formal training hours of interpreting-related training: _____

Additional forms may be obtained from the Court's website: www.macombcountymi.gov/circuitcourt

Types of training received:

Vocabulary:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Court terminology:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Legal procedure:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Criminal proceedings	<input type="checkbox"/> yes	<input type="checkbox"/> no
Code of ethics	<input type="checkbox"/> yes	<input type="checkbox"/> no
Modes of interpretation	<input type="checkbox"/> yes	<input type="checkbox"/> no
Others:	_____	

Number of years you have interpreted: _____

Number of times you have interpreted and method of interpretation: _____

Are you familiar with legal terms in both languages? ☐ yes ☐ no If yes, indicate how you acquired this knowledge: _____

Where have you interpreted?

Court: _____	How often? _____
Healthcare: _____	How often? _____
DHS: _____	How often? _____
Law enforcement: _____	How often? _____
Business: _____	How often? _____
Other: _____	How often? _____

Indicate the courts where you have interpreted:

Circuit: _____

District: _____

Probate: _____

Juvenile: _____

Types of legal proceedings you have interpreted:

Pretrial hearings:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Trials:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Arraignments:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Depositions:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Police Interviews:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Others (please list):	_____	

Have you ever been disqualified from interpreting in any court or administrative hearing? If yes, indicate where and when the disqualification occurred and the presiding judge or official: _____

Are you a member of any professional associations for interpreters or translators? If yes, please list:

Have you ever been convicted of a felony or misdemeanor? If yes, please indicate the date of the offense, the type of offense, when and where the offense occurred.

IV. References

List three references of individuals who can testify to your interpreting ability and language fluency.

1. Name: _____ Title: _____
Street address: _____
City: _____ State: _____ Zip: _____
Telephone number: _____
2. Name: _____ Title: _____
Street address: _____
City: _____ State: _____ Zip: _____
Telephone number: _____
3. Name: _____ Title: _____
Street address: _____
City: _____ State: _____ Zip: _____
Telephone number: _____

V. Verification

The information stated on this application is true to the best of my knowledge. I understand that a false statement will be sufficient for rejection of my application and removal of my name for further consideration.

Signature of Interpreter

Date

Circuit Court Use Only

Date received: _____

☐ approved ☐ rejected

By: _____